

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 2/20/18
Program Name: MA Office of Technical Assistance
Location/Address: 100 Cambridge St., Suite 900

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

This internship will be housed in the Massachusetts Office of Technical Assistance (OTA), which was created by the Toxics Use Reduction Act (TURA) to offer free and confidential technical assistance to Massachusetts toxics users. The TURA program's Administrative Council, which is responsible for chemical policy and oversight, received an inquiry into the safe and environmental responsible use of nanomaterials (aka nanotechnology) in Massachusetts. The OTA intern will follow up with survey respondents from industries that use or apply nanomaterials and collect background material needed for the discussion of potential policy options.

In addition the survey will help OTA identify manufacturers that potentially use this family of chemicals. Utilizing existing files and previous research on nanomaterials and other substances, the OTA intern will help map out the Massachusetts landscape of nanomaterial users and assist in the development of an outreach plan to assist these companies with pollution prevention strategies.

Description of Internship Duties:

Under the supervision and mentorship from the Environmental Analyst, the intern will engage in:

- Research existing state and federal chemical policies
- Develop, execute and analyze surveys
- Participate in meetings and webinars
- Research available safe alternatives and the safe use of nanomaterials
- Create educational tools such as fact sheets, memos and / or website content

Knowledge and Skills required:

- Strong research skills
- Ability and knowledge to create and navigate GIS maps
- Comfortable making cold calls and overall good phone skills
- Data analysis and strong general analytical skills
- Comfortable navigating MS Excel files
- Curiosity and willingness to learn about the health and environmental impacts about an emerging chemical class

Hours per week:

Negotiable